GRADUATE STUDENT HANDBOOK

MASTER OF SCIENCE IN SAFETY ENGINEERING

TEXAS A&M UNIVERSITY

ADMINISTERED BY:
MARY KAY O’CONNOR PROCESS SAFETY CENTER
&
ARTIE MCFERRIN DEPARTMENT OF CHEMICAL ENGINEERING
DWIGHT LOOK COLLEGE OF ENGINEERING

DECEMBER 2013

Jack E. Brown Building
Texas A&M University
3122 TAMU College Station, TX 77843-3122

http://psc.tamu.edu/education/ms-seng
Main Office Telephone: (979) 845-3489
# TABLE OF CONTENTS

**Introduction** ................................................................................................................................. 1

**General Information – For All Students** ......................................................................................... 2
- Degree Requirements .............................................................................................................. 2
- Science Majors Program ........................................................................................................ 2
- Texas A&M Student UIN and NetID ...................................................................................... 2
  - UIN .................................................................................................................................. 2
  - NetID .............................................................................................................................. 3
  - Activating Your NetID ...................................................................................................... 3
- Howdy Portal ............................................................................................................................ 3
- VNET ................................................................................................................................... 3
- Degree Plan ............................................................................................................................ 6
- Registration Requirements ..................................................................................................... 6
- English Language Proficiency Requirement .......................................................................... 7
- Advisory Committees ............................................................................................................ 7
  - Selection of Advisory Committee Members ....................................................................... 7
- Responsibilities ..................................................................................................................... 8
- Major Examinations ................................................................................................................ 8
  - Preliminary Examination ................................................................................................... 9
  - Final Examination ............................................................................................................. 9
- Thesis .................................................................................................................................... 9
- Research Report .................................................................................................................... 10
- Internships ............................................................................................................................ 10
- Financial Assistance ................................................................................................................ 10
  - Tuition Exemption ............................................................................................................ 10
  - Duration of Financial Assistance ....................................................................................... 10
  - Loans ................................................................................................................................ 10
- Health Insurance .................................................................................................................... 11

**Graduate Degrees In Safety Engineering** ....................................................................................... 12
- Master of Science (MS) Degree: Thesis Option ........................................................................ 12
- Distance Education .................................................................................................................. 14
- Master of Science (MS) Degree: Non-Thesis Option ................................................................. 14
  - Technical Needs for Distance Education ............................................................................. 14

**Appendix A: Sample Degree Plans** ............................................................................................... 16
- Sample Degree Plan: On-Campus Student, Thesis Option ....................................................... 16
INTRODUCTION

Welcome to the Masters of Safety Engineering (SENG) Program at Texas A&M University! We are delighted that you have chosen to pursue a graduate degree with us. Both the University and the Department have requirements that you must satisfy to complete your degree. The requirements imposed by Texas A&M University appear in the Graduate Catalog. The purpose of this handbook is to provide information about specific additional requirements imposed by the Safety Engineering Program and about other procedures and policies. The MS SENG is a major within the Chemical Engineering Department. However, as an interdisciplinary program, some students will have advisors in other Engineering departments. Most of the material in this handbook relates to rules within Chemical Engineering. If your advisor is in another department, please make sure to follow their rules and guidelines.
GENERAL INFORMATION – FOR ALL STUDENTS

DEGREE REQUIREMENTS
The general requirements imposed by Texas A&M University for the various graduate degrees appear in the Graduate Catalog (available at http://catalog.tamu.edu/), which also provides an excellent summary of the major steps required to fulfill the requirements for each degree. You should become familiar with the requirements for your degree. The Safety Engineering Program requirements, which are in addition to those of the university, appear in this handbook.

The following sections describe the requirements for this Masters of Science degree for both on-campus students and distance learning students. A Degree Plan specifies formally the exact courses required and the Advisory Committee for each student. The Degree Plan is prepared by the student in consultation with the Chair of his/her Advisory Committee. In this Graduate Student Handbook, a “term” is defined as a semester (e.g., fall or spring term) or the full summer (10-weeks).

For all of the degree plans listed below, students must demonstrate minimum scholarship standards to remain in the graduate program. Thus, a student who falls below a 3.0 GPR has one academic semester to bring their GPR above this value. Failure to do that will result in dismissal from the graduate program. Similarly, a grade below C in any course will result in dismissal from the graduate program.

Science Majors Program
Students whose undergraduate degrees are not in engineering may need to take selected undergraduate classes and possibly additional chemistry and mathematics courses depending upon their background. Examples of classes that some students have taken in the past are CHEN 204, 205, 304, 354, 424, and 464. These undergraduate classes provide skills needed for graduate-level classes. Success in graduate-level classes typically requires competence in at least four out of the following five areas: chemistry, mathematics, thermodynamics, kinetics/reactions, and transport phenomena.

The student’s offer letter will state classes that have to be taken before admission to the graduate program. Sometimes it is possible to waive some of these requirements after starting at TAMU by filing a petition with the Graduate Advisor. The student needs to maintain a GPA of 3.25 to enter the graduate program.

TEXAS A&M STUDENT UIN AND NETID

UIN
A Universal Identification Number (UIN) is assigned by Texas A&M to applicants, employees and affiliates. It is used in place of Social Security numbers to identify permanent records. For students, it is also the student identification number. This
number will enable students to access university services as well as to set up their online NetID.

NetID
A Texas A&M NetID is an identifier or username for logging in and accessing many university resources, including the Howdy web portal, Texas A&M Email, on-campus computers and much more. Your NetID will also be your username for your Texas A&M Email address, which will have the format [your NetID]@tamu.edu and [your NetID]@neo.tamu.edu. “Activating” your NetID is the same as creating your NetID, which means that prior to activating your NetID, you do not have a NetID.

Activating Your NetID
To activate your NetID, follow these instructions:

1) Open a web browser and go to http://gateway.tamu.edu/.
2) Click the Activate NetID link located in the “NetID Account Management” column.
3) Enter your Universal Identification Number (UIN) and select your birth date.
4) Click the Login button.
5) On the next screen, enter your chosen NetID and click the Submit button
6) Finally, create a password. Enter it again to confirm your password, then click Submit.

You have now activated your NetID. For further assistance, please contact Help Desk Central any time by calling 979-845-8300 or emailing helpdesk@tamu.edu.

Howdy Portal
The Howdy portal is a centralized location where many student resources can be accessed. This is where students log in to register for classes, pay tuition and fees bills, access school email, view grades and transcripts, and apply for graduation. There is also information on scholarships and loans, tax forms, and university activities. The portal is found at http://howdy.tamu.edu; students must log in using their NetID and password. The tabs at the top left of the webpage denote what page you are accessing within the portal. New students should log into the Howdy portal before the semester begins to learn how to navigate and get familiar with the site.

VNET
Some students may need access to VNET, which is an online course portal. Program and course information is available through this site. Distance education students will receive their course instruction primarily through this online server – instructions on how to access courses will be given in the Distance Education section of the Handbook. To access VNET, use the following instructions:

1) Go to https://vnet.engr.tamu.edu.
2) Click on the Login with NetID link on the left of the page.
3) Login using the CAS page with your NetID.

4) Once logged in, under the VCLASS section on the left side of the page, click Browse Courses.
5) Find the course you are enrolled in. For SENG 680, SENG 677, or SENG 674, click the Safety Engineering folder. For all other courses (CHEN or CHEN/SENG) click the Chemical Engineering folder.

6) On the next page there will be a Registration section in the page header. Click the link to request registration.
Once you are approved, you will have access to all available resources for that course. Be sure to check VNET regularly for important updates. Remember: not all courses will be offered on VNET.

**Degree Plan**

Students must file their degree plans by the end of the **second** semester that they have been at Texas A&M University or **nine** completed hours, whichever comes first. The degree plans are submitted electronically through the Office of Graduate Studies Degree Plan Submission website, located at [http://ogsdpss.tamu.edu](http://ogsdpss.tamu.edu). After you have audited your degree plan and submitted it for approval, your committee and department will approve the plan electronically. Once approved by the department it will be forwarded to the Office of Graduate Studies for final approval.

Courses used toward a previous degree cannot be put in the degree plan to satisfy current degree requirements. Degree plans should be submitted no later than one year after first enrollment. Additional information about the degree plan is available in the Graduate Catalog.

**Registration Requirements**

Texas A&M University requires that fellowship holders and graduate assistants register for a minimum number of hours for credit. The Safety Engineering Program has additional registration requirements:

1) Students who are not funded by the department, who either take courses or who have completed their coursework and are working on their research, must register for the minimum load of 9 hours in the fall and spring semesters and 3 hours for the ten week summer session. These students can take the summer off (not register for the summer semester); however in this case they cannot be on the campus working on their projects. Distance learning students can submit a waiver for this requirement.
2) Students who are not funded, have completed all their required coursework and research, but have not defended their theses or dissertations and are in the process of writing their theses or dissertations, must register for a minimum of 4 hours of SENG 691 *in absentia* or for one hour of SENG 691 in residence. *In absentia* means off campus. Students *in absentia* are not assigned office space and desks and cannot use the laboratories. Special arrangements must be made with the Graduate Advisor to use departmental computers. *In absentia* registration cannot be extended; students registering *in absentia* must complete all their degree requirements that semester. Distance learning students can submit a waiver for this requirement.

3) Students who have completed all their required coursework, written their thesis or dissertation, and passed their oral defense, but not cleared their thesis with the Thesis Clerk before the beginning of a semester, or students that completed everything after the deadline for no registration to receive a degree, can register for 1 hour of SENG 691. These students will not be assigned office space and desk and they cannot use the laboratories or departmental facilities such as the computers, etc. One hour of SENG 691 registration cannot be extended, and the students registering under this category must complete all their degree requirements that semester. For students graduating in August and who are on stipend, it is recommended to register for 3 credit hours in Summer Session I and 3 credit hours in Summer Session II rather than register for 6 credit hours in the ten week summer session. Distance learning students in the non-thesis option will be exempt from this requirement.

**ENGLISH LANGUAGE PROFICIENCY REQUIREMENT**

International students may be required to enroll in classes offered by the English Language Institute (ELI), based upon their performances on the English Language Proficiency Examination (ELPE). ELI course hours do not count towards university registration requirements pertinent to assistantship and fellowship holders, but they do count with respect to the loads required of international students by the Immigration and Naturalization Service. Normally, international students must enroll in one or two ELI courses per semester until they satisfy the English Language Proficiency Requirement.

**ADVISORY COMMITTEES**

The responsibility for guiding and directing the entire academic program of a graduate student lies with the student's Advisory Committee. Master level committees consist of at least three members of the Graduate Faculty, one of whom must be from outside the Department of Chemical Engineering. Additional details about the Advisory Committee appear in the Graduate Catalog for each graduate degree.

**Selection of Advisory Committee Members**

**Selection of Research Advisor:** Students select or are assigned advisors during their first semester. It is essential that the students carefully consider their research interests when selecting a faculty advisor. Students are encouraged to meet and/or speak with
all faculty. This is a unique opportunity for both the new graduate students and faculty to become acquainted with one another and to help build ties and communication between the students and faculty.

The selection of a research advisor is the most important decision a graduate student will make and should not be taken lightly. Changing advisors can not only adversely impact the student, but can hurt the research program of the advisor and other students who may have wanted to join that group but were unable. Once an advisor selection has been made, the Safety Engineering Program Director must approve a change of advisor. Unless there is cause, such as misconduct or loss of funding, such requests will not likely be granted.

If you are having problems with your research, speak first to your advisor honestly and openly. If you do not feel comfortable doing this, then speak to the Department Head about the situation in your research group.

**Selection of Committee Members:** The student and Research Advisor, who also serves as the Committee Chair, will jointly select the remaining members of the Advisory Committee, subject to the stipulations given in the Graduate Catalog. More than the minimum number of committee members may be appointed. The membership of the Advisory Committee is established formally by submitting the degree plan for verification that departmental requirements are met, and then it is passed to the Office of Graduate Studies.

**RESPONSIBILITIES**
The ultimate responsibility for meeting the requirements for a graduate degree rests with the student and his/her Advisory Committee. Regular communication between the student and his/her Advisory Committee Chair is conducive to successfully completing the graduate program requirements. Until a student selects an Advisory Committee chair, the Safety Engineering Program Chair serves as the academic advisor for that student.

The objectives and scope of the dissertation or thesis research (for the thesis option) or research report (for the non-thesis option) should be defined as clearly as possible early in the student’s program. This definition should result from a joint activity of at least the student and research advisor and may involve all or part of the Advisory Committee. However, defining the objectives and scope are an important part of the research project/report and of the student’s educational experience. Because of the unpredictable nature of research activities, the scope and objectives may require refinement or significant alteration during the research project.

**MAJOR EXAMINATIONS – *For thesis option students only***
Several major examinations are required of candidates for the various graduate degrees. MS candidates must pass a Final Examination. Please refer to the Graduate Catalog for additional requirements and stipulations regarding the Preliminary
and Final Examinations.

**Preliminary Examination**
The Graduate Catalog completely describes this examination. Note that the examination must have both written and oral portions. The proper procedure for scheduling the oral portion of this examination is for a student to contact each member of his/her Advisory Committee to set a time, date, and place for the examination. The Advisory Committee Chair and the student will complete the Preliminary Examination Checklist, obtaining any additional signatures that may be required. Note that the Degree Plan must be approved at least 90 days before the Preliminary Examination.

**Final Examination**
The Graduate Catalog completely describes this examination for MS candidates. For MS candidates in the Safety Engineering Program, the examination usually is oral, and a portion of the examination consists of the presentation of the results of the thesis research in a departmental seminar. Final Examinations for the MS are not waived for graduate students in the Safety Engineering Program.

The proper procedure for scheduling the Final Examination is for the student to contact the members of the committee to establish an acceptable date and time for the examination. The graduate student prepares a *Request for Final Exam* form located at the Office of Graduate Studies website. After completing the form, the Committee Chair and the Department Head sign it, and it should be returned to the Assistant for Graduate Affairs. The Assistant for Graduate Affairs forwards the form to the Office of Graduate Studies and send copies to the Advisory Committee announcing and confirming the date, time, and place of the examination. Advisory Committee members should be contacted well in advance of the anticipated examination date to determine when they want review copies.

**Thesis (for thesis-option students)**
Your thesis must be submitted in a format acceptable to the Office of Graduate Studies. The Thesis Clerk (located at the University library) determines the acceptability of the document submitted as a PDF file. Please refer to the Graduate Catalog to obtain additional information, but note in particular the following information:

"Theses, dissertations and records of study that, because of excessive corrections, are deemed unacceptable by the Thesis Clerk, will be returned to the student's department head. The PDF document must be resubmitted as a new document, and the entire process must begin again. All original submission deadlines must be met during the resubmission process in order to graduate that semester."

Format Instructions are available online from the Office for Graduate Studies at [http://ogs.tamu.edu/current/thesis.html](http://ogs.tamu.edu/current/thesis.html).
RESEARCH REPORT (FOR NON-THESIS OPTION STUDENTS)
If you are a distance learning student under the non-thesis option, you will be submitting a research report in place of a thesis. You will discuss the topic of your research report with your Advisor early on in the program. The research report will need to be submitted to your Advisory Committee at the completion of your final semester of taking an online course. A presentation will also be required upon completion of the research report. This can be done electronically using video software.

INTERNSHIPS
On-campus students are encouraged to apply for internships during their time in the program. Advisor approval is needed before a student may leave for an internship. The student’s degree plan will need to be revised to reflect the time spent and semester hours earned on their internship(s). Several forms will need to be submitted before the student leaves for an internship. This option is not available to distance learning students.

FINANCIAL ASSISTANCE
MS students in the Safety Engineering Program do not receive financial assistance from the Program. If the student’s committee chair has a funding opportunity, these opportunities are determined on a case-by-case basis and are rare. Students will be informed by their chair if such funding exists and is available.

Tuition Exemption
Holders of fellowships, scholarships (at less than or equal to $1000 per academic year), or assistantships qualify for Texas resident tuition rates. In addition, spouses and children of graduate students on assistantships also qualify for the resident rates. Tuition exemption forms for fellowship holders must be submitted directly by the department to the Student Financial Aid Office. Graduate Assistants (i.e. graduate students on assistantships) receive the tuition exemption by notifying the Payroll Assistant or the Assistant for Graduate Affairs that registration for the current semester is completed. The tuition exemption granted to the student’s spouse and children, will be applied electronically in the department. The student should ask the Payroll Assistant or Assistant for Graduate Affairs to enter the exemption. Questions about the tuition exemption should be directed to the Assistant for Graduate Affairs or Payroll Assistant.

Duration of Financial Assistance
Students who receive financial aid normally are supported continuously on a 12-month basis as long as they demonstrate satisfactory progress in a degree program. Continued financial aid is contingent upon the availability of sufficient funds to provide the stipend and satisfactory academic/research performance.

Loans
Short-term loans are available through the Scholarships & Financial Aid Office and are administered through the university. These loans involve minimal paperwork and a
very small processing fee. Students should contact the Scholarships & Financial Aid Office for information about loans administered by the university. Information about larger long-term student loans is also available from the Scholarships & Financial Aid Office.

**HEALTH INSURANCE**
Under the policies of the Texas A&M University System, any person employed at least half time in a benefit eligible position is eligible for group insurance. Graduate assistants who receive financial aid as graduate assistant research, graduate assistant non-teaching, or graduate assistant teaching are eligible for this coverage. Benefits include group health, group life insurance, long-term disability, accidental death and dismemberment, and optional life. If a student is married, dependent coverage is also available.

The Texas A&M University system health insurance (Texas A&M employee health benefits) is subject to a 90-day waiting period before the state contribution is provided for an employee. The effective date of medical coverage can begin immediately, but the student is financially responsible for full payment of the monthly premium; otherwise, the effective date of coverage begins on the first day of the month following the 90th day of employment. The state contribution is then provided based on eligibility as a part-time employee.

Graduate students who are not employed by the Texas A&M University System are not eligible for this coverage. Texas A&M University does provide free care to all registered students on a walk-in basis through the A. P. Beutel Health Center, but it does not provide for hospitalization or care for serious illness. Because the United States has a private health care system, and because health services can be extremely expensive, it is strongly recommended that all students be covered by some type of medical insurance. A group health insurance policy for students not on financial assistance is available through the A. P. Beutel Health Center. Contact the A. P. Beutel Health Center for more information about this policy at (979) 458-8316 or [http://shs.tamu.edu](http://shs.tamu.edu).
GRADUATE DEGREE OPTIONS IN SAFETY ENGINEERING

MASTER OF SCIENCE (MS) DEGREE: THESIS OPTION

The Master of Science with thesis option requires a minimum of 32 semester credit hours of approved courses and research. Of those hours, 16 credit hours must be formal course work (see below for the list of required courses). The remaining 16 credits are completed with research, electives, and internship hours as applicable.

MS candidates must present the results of their research in a seminar open to the public, as part of their Final Examination.

The specific course requirements appear in this section. Satisfactory completion of an equivalent course at another institution is an acceptable fulfillment of the departmental requirement. Only technical (science or engineering) courses can satisfy these requirements.

The student must complete 16 hours of core courses:

- SENG 655: Process Safety Engineering (3)
- SENG 670: Industrial Safety Engineering (3)
- SENG 660: Quantitative Risk Analysis (3)
- SENG 677: Fire Protection Engineering (3)
- STAT 601: Statistics (4)

**Total Credits: 16 core credits**

The remaining 16 credit hours may be obtained through research (SENG 691), directed studies (SENG 685), internships (SENG 684), and/or elective courses taken within the department, or outside the department (subject to the approval of the student’s Advisor).

- The Laboratory Safety (CHEN 601) course is strongly encouraged for all students in the program. An equivalent course in other engineering departments may be substituted for this course as relevant.
- The electives must be formal graduate-level (600-level) courses and should be approved by the student’s Advisor.
- Graduate courses completed at other institutions and passed with a grade of B or better may be used towards satisfying electives. With approval of the Program Director, up to nine (9) credit hours may be transferred from other institutions. These courses cannot have been used towards another degree.
- All degree plans must have at least 1 hour of research (SENG 691).
- In addition, 2 hours of CHEN 681 (Seminar) and may be taken towards the degree plan.
It is important to note that no more than 12 hours may be used in any combination of the following categories:

- No more than 8 hours of 691 (Research).
- No more than 8 hours of 685 (Directed Studies).
- No more than 3 hours of 690 (Theory of Research) may be used.
- No more than 3 hours of 695 (Frontiers in Research) may be used.

Please note the following additional credit hour requirements and restrictions:

- There is a maximum of 2 hours of 681 (Seminar) allowed towards the degree.
- In special cases, a maximum of 9 hours of advanced undergraduate courses (300-or 400-level) may be used. The student must submit a written request to the Program Director and obtain approval from the Committee Chair.
- No credit may be obtained by correspondence study.
- For graduate courses of three weeks’ duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.
- Continuing education courses may not be used for graduate credit.
- Extension courses are not acceptable for credit.
- Exceptions to the above will be permitted only in unusual cases and when petitioned by the student’s advisory committee and approved by the Office of Graduate Studies.

Thus, based on the above, a typical degree plan will include:

- 16 hours of “core” credits
- 16 hours of electives, internships, directed studies, and research.
DISTANCE EDUCATION
This Program also offers the MS in Safety Engineering via distance education to professionals employed in industry who cannot enroll and complete their degree by attending on-campus classes. Students interested in distance education can obtain an MS degree either through a thesis or a non-thesis option. The thesis option is explained above on page 12; with this option, distance education students may need to spend some time on campus to complete their research. The non-thesis option is only available to distance education students. With this option, the entire degree may be obtained through online coursework.

MASTER OF SCIENCE (MS) DEGREE: NON-THESIS OPTION
The Master of Science non-thesis option requires a minimum of 36 semester credit hours of approved courses and does not include a thesis; however, a research report is required (see page 10 for details). The student must complete 16 hours of core courses:

- SENG 655: Process Safety Engineering (3)
- SENG 670: Industrial Safety Engineering (3)
- SENG 660: Quantitative Risk Analysis (3)
- SENG 677: Fire Protection Engineering (3)
- STAT 601: Statistics (4)

**Total Credits: 16 core credits**

A student pursuing the non-thesis option cannot enroll in any 691 (research) for any reason and cannot use any 691 hours for credit towards the non-thesis. A maximum of 8 hours of 685 (Directed Studies) can apply toward the non-thesis option. In addition, any combination of 684 and/or 685 cannot exceed 25 percent of the total credit hour requirement shown on the degree plan. Electives may be taken from any Texas A&M University distance learning program, subject to the approval of the student’s advisor as well as any conditions established within the other distance learning programs. A typical degree plan for a MS non-thesis degree will look comparable to the degree plan for a MS thesis option degree with the differences noted above.

Technical Needs for Distance Education
The following technologies are minimum requirement necessary for successful completion of the Safety Engineering distance learning coursework:

1) Computer: (these are the lowest computer requirements)
   a. A Pentium 4 or better machine with Windows XP or newer operating system
   b. Operating speed of 500 MHz
   c. 512MB RAM
d. 80G hard drive

e. Video card with at least 2MB RAM

f. Sound card

g. Speakers

h. CD-ROM

2) Internet Connection:

   a. Ethernet (company LAN) or

   b. DSL connection or

   c. Cable modem connection

3) Additional/Optional Hardware:

   a. At least 512MB of extra storage medium (zip drive, thumb drive, flash drive, CD burner, DVD burner) – this is highly recommended.

   b. Printer or printer access

   c. Scanner and/or fax machine access

4) Software Requirements:

   a. E-mail software (or web-based e-mail account)

   b. Anti-virus software – make sure it is up to date!

   c. It is highly recommended that Microsoft Internet Explorer v. 5.0 or above be installed

   d. Microsoft Office 2000 or newer
# APPENDIX A: SAMPLE DEGREE PLANS

## SAMPLE DEGREE PLAN: ON-CAMPUS STUDENT, THESIS OPTION

Texas A&M University Office of Graduate Studies Degree Plan

**Name:**

**Univ. ID:**

**Date:**

**Email:**

**Dept:**

Proposed course of study in partial fulfillment of the degree of MS, Thesis Option, with a major in SENG, is submitted for the approval of the Office of Graduate Studies.

<table>
<thead>
<tr>
<th>Dept. &amp; Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Final Grade</th>
<th>Sem Taken</th>
<th>Transfer Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED ON-CAMPUS COURSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEN601</td>
<td>CHEN LABORATORY SAFETY</td>
<td>1</td>
<td>201031</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CORE COURSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG655</td>
<td>PROCESS SAFETY ENGINEERING</td>
<td>3</td>
<td>201031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG660</td>
<td>QUANTITATIVE RISK ANALYSIS</td>
<td>3</td>
<td>201111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG670</td>
<td>INDUSTRIAL SAFETY ENGINEERING</td>
<td>3</td>
<td>201131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT601</td>
<td>STATISTICAL ANALYSIS</td>
<td>4</td>
<td>201031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG677</td>
<td>FIRE PROTECTION</td>
<td>3</td>
<td>201031</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESEARCH/INTERNSHIP HOURS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG691</td>
<td>RESEARCH</td>
<td>5</td>
<td>201131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG691</td>
<td>RESEARCH</td>
<td>3</td>
<td>201211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG684</td>
<td>PROFESSIONAL INTERNSHIP</td>
<td>1</td>
<td>201121</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ELECTIVE COURSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG674</td>
<td>SYSTEM SAFETY ENGINEERING (ELECTIVE)*</td>
<td>3</td>
<td>201111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEN689</td>
<td>ADV PROCESS INTEGRATION &amp; SYNTHESIS</td>
<td>3</td>
<td>201111</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total hours listed for credit:</strong></td>
<td>32.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional course work may be added to this proposed course of study by an Advisory Committee, if such additional work is needed to correct deficiencies in academic preparation.

## PREREQUISITES OR OTHER COURSES - Not applicable for Graduate Credit

| Department | Course Number | Course Title |
|------------|---------------|--------------|-------------|----------|----------------------|
|            |               |              |             |          |                      |
# SAMPLE DEGREE PLAN: OFF-CAMPUS STUDENT, THESIS OPTION

Texas A&M University Office of Graduate Studies Degree Plan

Proposed course of study in partial fulfillment of the degree of MS, Thesis Option, with a major in SENG, is submitted for the approval of the Office of Graduate Studies.

<table>
<thead>
<tr>
<th>Dept. &amp; Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Final Grade</th>
<th>Sem Taken</th>
<th>Transfer Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENG655</td>
<td>PROCESS SAFETY ENGINEERING</td>
<td>3</td>
<td>201031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG660</td>
<td>QUANTITATIVE RISK ANALYSIS</td>
<td>3</td>
<td>201111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG670</td>
<td>INDUSTRIAL SAFETY ENGINEERING</td>
<td>3</td>
<td>201031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG677</td>
<td>FIRE PROTECTION</td>
<td>3</td>
<td>201111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT601</td>
<td>STATISTICAL ANALYSIS</td>
<td>4</td>
<td>201131</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RESEARCH HOURS**

<table>
<thead>
<tr>
<th>Dept. &amp; Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Final Grade</th>
<th>Sem Taken</th>
<th>Transfer Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENG691</td>
<td>RESEARCH</td>
<td>4</td>
<td>201131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG691</td>
<td>RESEARCH</td>
<td>3</td>
<td>201211</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES***

*Electives will differ depending on the student's specific area of specialization and subject to the approval of the Advisory Committee. This is an example only.

<table>
<thead>
<tr>
<th>Dept. &amp; Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Final Grade</th>
<th>Sem Taken</th>
<th>Transfer Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENG680</td>
<td>INDUSTRIAL HYGIENE (ELECTIVE)*</td>
<td>3</td>
<td>201031</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SENG674</td>
<td>SYSTEM SAFETY ENGINEERING (ELECTIVE)*</td>
<td>3</td>
<td>201111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISEN663</td>
<td>ENGR MGMT CONTROL SYS (ELECTIVE)*</td>
<td>3</td>
<td>201131</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total hours listed for credit: **32.00**

Additional course work may be added to this proposed course of study by an Advisory Committee, if such additional work is needed to correct deficiencies in academic preparation.

---

**PREREQUISITES OR OTHER COURSES - Not applicable for Graduate Credit**

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
</table>
SAMPLE DEGREE PLAN: OFF-CAMPUS STUDENT, NON-THESIS OPTION
Texas A&M University Office of Graduate Studies Degree Plan

Proposed course of study in partial fulfillment of the degree of MS, Non-Thesis Option, with a major in SENG, is submitted for the approval of the Office of Graduate Studies.

<table>
<thead>
<tr>
<th>Dept. &amp; Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Final Grade</th>
<th>Sem Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENG655</td>
<td>PROCESS SAFETY ENGINEERING</td>
<td>3</td>
<td>201031</td>
<td></td>
</tr>
<tr>
<td>SENG660</td>
<td>QUANTITATIVE RISK ANALYSIS</td>
<td>3</td>
<td>201111</td>
<td></td>
</tr>
<tr>
<td>SENG670</td>
<td>INDUSTRIAL SAFETY ENGINEERING</td>
<td>3</td>
<td>201131</td>
<td></td>
</tr>
<tr>
<td>SENG677</td>
<td>FIRE PROTECTION ENGINEERING</td>
<td>3</td>
<td>201211</td>
<td></td>
</tr>
<tr>
<td>STAT601</td>
<td>STATISTICAL ANALYSIS</td>
<td>4</td>
<td>201231</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES***

*Electives will differ depending on the student's specific area of specialization and subject to the approval of the Advisory Committee. This is an example only.

<table>
<thead>
<tr>
<th>Dept. &amp; Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Final Grade</th>
<th>Sem Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENG674</td>
<td>SYSTEM SAFETY ENGINEERING (ELECTIVE)*</td>
<td>3</td>
<td>201311</td>
<td></td>
</tr>
<tr>
<td>SENG680</td>
<td>INDUSTRIAL HYGIENE (ELECTIVE)*</td>
<td>3</td>
<td>201331</td>
<td></td>
</tr>
<tr>
<td>PETE605</td>
<td>PHASE BEHAVIOR PET FLUIDS (ELECTIVE)*</td>
<td>3</td>
<td>201411</td>
<td></td>
</tr>
<tr>
<td>PETE608</td>
<td>WELL LOGGING METHODS (ELECTIVE)*</td>
<td>3</td>
<td>201431</td>
<td></td>
</tr>
<tr>
<td>PETE618</td>
<td>MODERN PETR PRODUCTION (ELECTIVE)*</td>
<td>3</td>
<td>201511</td>
<td></td>
</tr>
<tr>
<td>ISEN663</td>
<td>ENGR MGMT CONTROL SYS (ELECTIVE)*</td>
<td>3</td>
<td>201531</td>
<td></td>
</tr>
<tr>
<td>ISEN630</td>
<td>HUMAN OPER - COMPLEX SYS (ELECTIVE)*</td>
<td>2</td>
<td>201611</td>
<td></td>
</tr>
</tbody>
</table>

Total hours listed for credit: 36.00

Additional course work may be added to this proposed course of study by an Advisory Committee, if such additional work is needed to correct deficiencies in academic preparation.

**PREREQUISITES OR OTHER COURSES - Not applicable for Graduate Credit**

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
</table>

MS SENG HANDBOOK 18
APPENDIX B: SAFETY PROCEDURES AND REQUIREMENTS

The Artie McFerrin Department of Chemical Engineering and the Mary Kay O'Connor Process Safety Center are strongly committed to providing a safe environment for everyone associated with it, including faculty, staff, students and visitors. The department has adopted a safety policy that appears in detail in the Department of Chemical Engineering Safety Manual. Students in the MS SENG Program must comply with this Safety Manual and any other safety regulations. Violations of the safety regulations may result in reduction or complete termination of financial assistance. Therefore, every student should obtain a copy of this manual and become thoroughly familiar with its contents. Every graduate student on campus is required to complete CHEN 601, Chemical Engineering Laboratory Safety and Health, as soon as possible during their graduate program.

The Artie McFerrin Department of Chemical Engineering and the Mary Kay O'Connor Process Safety Center endorse the rules and regulations of the Texas A&M University Environmental, Health, and Safety Department (EHSD) and the Texas Engineering and Experiment Station (TEES) and Dwight Look College of Engineering Safety Policy. All persons studying, working or visiting any area assigned to the chemical engineering department must follow the aforementioned rules, regulations, and policy, and the safety regulations of the department. Compliance with these rules and regulations is a condition of employment, visitation, and/or study. Research directors, instructors of laboratory courses, and supervisors of staff workers have the ultimate responsibility for safety.

The Department Head assigns the duties of Safety Officer to a faculty member. The Safety Officer is chairman of the Safety Committee, (also appointed by the Department Head). Both the Safety Officer and the Safety Committee have the authority to stop any procedure any time they consider it unsafe. Any such cease order issued remains in effect until a safety analysis determines it is prudent to continue operations. The Safety Committee investigates reports of safety violations, all accidents, and any incident with a potential for damage or injury. The results of the investigations, including recommendations for corrective action and penalties when applicable, are forwarded to the Department Head for final disposition.

Any researcher (faculty, graduate student, undergraduate student, or research associate) engaged in experimental work must submit a written Project Safety Analysis (PSA) to the Safety Officer giving a detailed description of the safety aspects of each project. The PSA describes all the hazards involved and details the design and operating precautions taken to protect the investigator, the occupants of the building, and the environment. The PSA must be submitted before construction begins on new projects or before a new researcher begins to operate existing apparatus. For any procedure that cannot strictly comply with some Safety Policy or Regulation, a variance from the policy or regulation must be requested by the P.I. and
approved by the Department Head. The P.I. shall request approval, in writing, detailing the reasons for the exceptions and the precautions being taken. The Department Head shall act with the advice of the Safety Committee to approve or reject the variance request.

Anyone with doubts about the safety of any apparatus, practice or procedure has the right and the responsibility to report such concerns directly to the Department Head or the Safety Officer as soon as possible. The report may be anonymous, if desired. There shall be no reprisals for reports concerning safety.
****REMINDER**: This information pertains to students whose chair is in Chemical Engineering.

**HUMAN RESOURCE INFORMATION**

*Work Requirements*
As stated above, graduate assistants are part-time salaried employees. The regular schedule of work for employment is set by agreement between student and supervisor. In addition to the effort required in return for financial compensation, the level and schedule of effort for SENG 691 credits is set by agreement between the student and the Advisory Committee Chair. Students working outside their group must inform their research advisors.

*Absence from Workstation*
According to present university policy, graduate assistantships neither accrue leave of any kind (such as sick leave or annual (vacation) leave) nor qualify for paid official university holidays. As a result, graduate assistants must be placed on Leave Without Pay for absences from campus. Students must complete a Departmental Absence form when they need to be absent. These absences should not amount to more than two weeks per year and should be approved by the student’s Advisory Committee Chair. The responsibility for monitoring absences lies with the Advisory Committee Chair; therefore, all absences must be approved in advance with the Chair. The Departmental Absence form may be obtained from the Business Coordinator (Payroll Assistant).

Absences for official university business (for example, travel to a scientific or engineering conference) should be covered by filing an official Travel & Leave Form. Students must file this form regardless if they expect to be reimbursed for any travel expenses. Travel and Leave forms may be obtained from the Travel Assistant in room 252.

*Resignation*
Before leaving the university, graduate students receiving financial aid must submit a letter of resignation to the departmental Payroll Coordinator. In this letter, the student should provide a permanent forwarding address.

In addition to the letter of resignation, the student should provide the Coordinator for Graduate Affairs with information about his/her next place of employment to assist the Department in providing statistics to the university administration. Normally, the student will be asked to provide this information at the time he/she schedules the Final Examination; however, if the student leaves the University before completing the thesis/dissertation or scheduling the Final Examination, this employment information should be provided before leaving.
Additionally, the student must complete the Departmental checkout form. This form is issued by the Payroll Coordinator in room 254. In short this form is used to verify that the student is leaving the Department with their affairs (e.g. key return, clearing out of lab/office space, etc.) in good order.

**GENERAL OFFICE INFORMATION**

*Copying*
No class handouts or student notes are to be printed on the departmental copiers. Notes may be posted on-line for students to download and print at their own expense. Graduate students who have their own copier located in Faculty and Research groups will be expected to purchase printer cartridges for labs and offices.

*Keys*
Keys are maintained by the department’s Payroll Office in a secured cabinet. When an individual needs to obtain a key to an office or lab, the payroll office will request written authorization from the employee’s supervisor or directly from the department head. This written authorization is kept on file along with a log detailing which individual has what key and the date it was checked out.

*Mail & Email*
All graduate students should check their mailboxes located in 113 Brown Building for important announcements. Also, check your email on a regular basis because all important announcements are sent to the student’s email address.

*Repairs*
If you have any repairs needed in your lab or office, please contact our Facilities Manager, Louis Muniz; his contact information can be found in Appendix D: Primary Program Contacts.

**COMPUTER LABORATORY INFORMATION**

The Department of Chemical Engineering maintains a Computer Laboratory for the use of graduate students majoring in chemical engineering. In addition to the computers owned and maintained by the department, this facility provides access through the campus-wide network to other computer systems operated by the University. The Computer Laboratory Supervisor is responsible for operation of the Computer Laboratories and assisting with its use. The Computer Systems Manager handles hardware installations and repairs for systems within the Computer Laboratory and in individual research groups when requested.

The Computer Laboratory for Graduate Students is located in room 115 of the Brown Engineering Building. The lab is accessible 24 hours a day via a security system. The Computer Laboratory contains both Macintosh and Windows PCs and a laser printer. Additional details are available in a separate document, Computer Systems Laboratory
Information.

**Graduate Student Accounts**
To receive an account on the Department of Chemical Engineering Computer system, go to room 117E, obtain and complete an account application form, and leave the form with the Computer Systems Manager or the Computer Laboratory Supervisor.

**Building Access**
To receive access to the building, library, and/or labs, go to room 117E, obtain and complete a building access form, and present the form and your student ID card to the Computer Systems Manager or the Computer Laboratory Supervisor. Your student ID card will be used to obtain access to the building, library, and/or labs after normal business hours.

**VNET**
VNET may be used for some of your classes in the program. For VNET access, please see page 4 of the handbook.

**Shipping and Receiving**
All shipments will be received at the Jack E. Brown Building Loading Dock. When a delivery service arrives, they will use the phone located at the dock to notify the main office that a delivery has arrived. A CHEN Staff member will meet the delivery service to sign in the shipment. Direct CHEN Phone Number is 845-3361. In the case of large equipment deliveries, the CHEN Facilities Coordinator will be notified to meet the shipment.

Once the shipment is signed in, each shipment will be logged in to the CHEN receiving manual. The shipment will be initialed and dated by the receiver. The boxes are opened and inspected to obtain the packing slip. In cases where the packing slip is fix to the outside of the shipment, the item will not be opened. The original packing slip is delivered to the CHEN Business Office and filled. Copies of the packing slips will be made, and placed in the professor’s mail box in 247. All items received will be sorted and stored in a secure room off of the loading dock. Research groups will be called if they have received a package, and will be able to pick them up at 11am or 3pm. If the shipment received is perishable, individuals will be notified immediately. Any flat mail that is deemed to be paper documents will not be opened. The research group representative will verify all items received before signing for the package.

**Student Mail**
Graduate Student mail is distributed every Friday to the Graduate Mailboxes located on the first floor of the JEB Building. Unclaimed Graduate Mail is recycled every six weeks. The mail is sorted by name and placed in mailboxes. If a recipient has left the department, the mail is forwarded on to that person. Monthly billing statements and checks go to the Business Office for processing. If an individual receives an item that is labeled confidential, the item will be placed directly in the individual’s office. Campus
mail items, if they come in with a name on them, go into the individual's mailbox, but if
addressed to Chemical Engineering only, they are opened to see to whom they should
go. Federal Express, UPS and other delivery company items are received at the CHEN
Receiving area as stated above.

**Overnight Mail Service**

Please work with the front desk in the administrative receiving area to assist you with any
overnight mail needs. If you are preparing the service for yourself, please make sure
that the sender's name and the account number is clearly written on the form. The
receipt should be given to the CHEN Business Office.

**Purchasing**

The Department of Chemical Engineering manages its finances under the guidelines of
the Texas A&M University Financial Management System and the Texas Engineering
Experiment Station (TEES). The procedures outlined in this document are a combination
of TAMU/TEES guidelines and internal departmental procedures to assist the
department in accurately processing fiscal matters. Ultimately, the Advisor (referred to
as the “Principle Investigator,” or “P.I.”) is responsible for the spending for and budgeting
of his/her projects. The Departmental Business Administrator can provide assistance in
reviewing accounts.

**Per SAP 25.99.99.E0.02:** Non-payroll costs and transfers should be submitted within
90-days of the original transaction (e.g., goods received date, invoice received date,
travel end date, service provided date). Requests made more than 90-days from the
date of the original transaction or goods received date will only be considered if
appropriately justified.

For Chemical Engineering personnel, all purchases will require a departmental
purchase order. This purchase order (P.O.) must be completed by the individual
ordering the item and must be signed off by the P.I. Any additional information that can
accompany the purchase order, such as a quote, or email from a vendor, should be
provided when making the order. Purchase order forms are available in the CHEN
Business Office and completed forms should be returned to the CHEN Business Office
and placed in the drop box. When the purchase requisition is approved, an email
notification will go out to the individual making the purchase to notify him/her that he/she
can precede with the purchase.

Purchases costing between $0 and $4,999.00 are processed directly by the individual
completing the purchase order, or by the CHEN Business Office. If the individual is
making the order, please make sure that all documentation regarding the order is turned
in immediately to the CHEN Business Office (e.g., receipts, emails concerning orders,
quotes). **Purchases over $5,000.00 are processed by the CHEN Business Office.**
## APPENDIX D: PRIMARY PROGRAM CONTACTS

### MARY KAY O’CONNOR PROCESS SAFETY CENTER CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Personnel</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. M. Sam Mannan</td>
<td>(979) 862-3985</td>
<td><a href="mailto:mannan@tamu.edu">mannan@tamu.edu</a></td>
</tr>
<tr>
<td>Assistant Director</td>
<td>Valerie Green</td>
<td>(979) 845-6884</td>
<td><a href="mailto:val-green@tamu.edu">val-green@tamu.edu</a></td>
</tr>
<tr>
<td>Program Specialist</td>
<td>Donna Startz</td>
<td>(979) 845-5981</td>
<td><a href="mailto:donnas@tamu.edu">donnas@tamu.edu</a></td>
</tr>
<tr>
<td>Program Coordinator</td>
<td>Tricia Hasan</td>
<td>(979) 458-1863</td>
<td><a href="mailto:triciahasan@tamu.edu">triciahasan@tamu.edu</a></td>
</tr>
</tbody>
</table>

### ARTIE MCFERRIN DEPARTMENT OF CHEMICAL ENGINEERING CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Personnel</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Head</td>
<td>Dr. Nazmul Karim</td>
<td>(979) 845-3389</td>
<td><a href="mailto:nazkarim@che.tamu.edu">nazkarim@che.tamu.edu</a></td>
</tr>
<tr>
<td>Assistant to the D.H.</td>
<td>Toni Alvarado</td>
<td>(979) 845-9806</td>
<td><a href="mailto:a-alvarado@tamu.edu">a-alvarado@tamu.edu</a></td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Doug White</td>
<td>(979) 845-0610</td>
<td><a href="mailto:jdwhite@tamu.edu">jdwhite@tamu.edu</a></td>
</tr>
<tr>
<td>Academic Business Administrator</td>
<td>William Smith</td>
<td>(979) 845-9777</td>
<td><a href="mailto:wsmith75@tamu.edu">wsmith75@tamu.edu</a></td>
</tr>
<tr>
<td>Payroll Coordinator &amp; Key Control</td>
<td>Andrea Raines</td>
<td>(979) 845-3381</td>
<td><a href="mailto:araines@tamu.edu">araines@tamu.edu</a></td>
</tr>
<tr>
<td>Coordinator for Graduate Affairs</td>
<td>Towanna Arnold</td>
<td>(979) 845-3364</td>
<td><a href="mailto:towanna@tamu.edu">towanna@tamu.edu</a></td>
</tr>
<tr>
<td>Facilities Manager</td>
<td>Louis Muniz</td>
<td>(979) 862-1468</td>
<td><a href="mailto:louis@che.tamu.edu">louis@che.tamu.edu</a></td>
</tr>
<tr>
<td>Accounting Assistant</td>
<td>Selina Muniz</td>
<td>(979) 845-6052</td>
<td><a href="mailto:selina.garcia@tamu.edu">selina.garcia@tamu.edu</a></td>
</tr>
<tr>
<td>Travel Assistant</td>
<td>Patrick Philpot</td>
<td>(979) 845-0422</td>
<td><a href="mailto:patrick.philpot@tamu.edu">patrick.philpot@tamu.edu</a></td>
</tr>
<tr>
<td>Server Administrator &amp; Building Safety Officer</td>
<td>Joel James</td>
<td>(979) 845-3349</td>
<td><a href="mailto:Joel.James@tamu.edu">Joel.James@tamu.edu</a></td>
</tr>
<tr>
<td>Computer Systems Manager</td>
<td>Jeff Polasek</td>
<td>(979) 845-3398</td>
<td><a href="mailto:j-polasek@tamu.edu">j-polasek@tamu.edu</a></td>
</tr>
<tr>
<td>Scientific Instrument Maker</td>
<td>Randy Marek</td>
<td>(979) 845-3394</td>
<td><a href="mailto:r-marek@tamu.edu">r-marek@tamu.edu</a></td>
</tr>
</tbody>
</table>
## APPENDIX E: USEFUL WEBSITES AND CONTACTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Website</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKOPSC Website</td>
<td><a href="http://psc.tamu.edu">http://psc.tamu.edu</a></td>
<td>(979) 845-3489</td>
<td><a href="mailto:val-green@tamu.edu">val-green@tamu.edu</a></td>
</tr>
<tr>
<td>CHEN Website</td>
<td><a href="http://www.che.tamu.edu">http://www.che.tamu.edu</a></td>
<td>(979) 845-3361</td>
<td><a href="mailto:che@tamu.edu">che@tamu.edu</a></td>
</tr>
<tr>
<td>Computer Support</td>
<td><a href="http://support.che.tamu.edu">http://support.che.tamu.edu</a></td>
<td>(979) 845-3398</td>
<td><a href="mailto:support@mail.che.tamu.edu">support@mail.che.tamu.edu</a></td>
</tr>
<tr>
<td>Office of Graduate Studies (OGS)</td>
<td><a href="http://ogs.tamu.edu">http://ogs.tamu.edu</a></td>
<td>(979) 845-3631</td>
<td><a href="mailto:ogs@tamu.edu">ogs@tamu.edu</a></td>
</tr>
<tr>
<td>OGS Degree Plan Submission System</td>
<td><a href="https://ogsdpss.tamu.edu">https://ogsdpss.tamu.edu</a></td>
<td>(979) 845-3631</td>
<td><a href="mailto:ogs@tamu.edu">ogs@tamu.edu</a></td>
</tr>
<tr>
<td>OGS Thesis Office</td>
<td><a href="http://thesis.tamu.edu">http://thesis.tamu.edu</a></td>
<td>(979) 845-2225</td>
<td><a href="mailto:thesis@tamu.edu">thesis@tamu.edu</a></td>
</tr>
<tr>
<td>OGS Student Forms</td>
<td><a href="http://ogs.tamu.edu/incoming-students/student-forms-and-information/">http://ogs.tamu.edu/incoming-students/student-forms-and-information/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Howdy Portal</td>
<td><a href="https://howdy.tamu.edu">https://howdy.tamu.edu</a></td>
<td>(979) 845-8300</td>
<td><a href="mailto:howdy@tamu.edu">howdy@tamu.edu</a></td>
</tr>
<tr>
<td>TAMU Helpdesk (computer support)</td>
<td><a href="https://hdc.tamu.edu">https://hdc.tamu.edu</a></td>
<td>(979) 845-8300</td>
<td><a href="mailto:helpdesk@tamu.edu">helpdesk@tamu.edu</a></td>
</tr>
<tr>
<td>VNET</td>
<td><a href="https://vnet.tamu.edu">https://vnet.tamu.edu</a></td>
<td>(979) 845-3398</td>
<td><a href="mailto:support@mail.che.tamu.edu">support@mail.che.tamu.edu</a></td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td><a href="http://registrar.tamu.edu">http://registrar.tamu.edu</a></td>
<td>(979) 845-1031</td>
<td><a href="mailto:registrar@tamu.edu">registrar@tamu.edu</a></td>
</tr>
<tr>
<td>Scholarships &amp; Financial Aid</td>
<td><a href="https://financialaid.tamu.edu">https://financialaid.tamu.edu</a></td>
<td>(979) 845-3236</td>
<td><a href="mailto:financialaid@tamu.edu">financialaid@tamu.edu</a></td>
</tr>
<tr>
<td>International Student Services (ISS)</td>
<td><a href="http://iss.tamu.edu">http://iss.tamu.edu</a></td>
<td>(979) 845-1824</td>
<td><a href="mailto:iss@tamu.edu">iss@tamu.edu</a></td>
</tr>
</tbody>
</table>